



RMAT-Credentialing Project **Sub-Committee Meeting** **Meeting Minutes**

Meeting Date:	Tuesday, June 7, 2011
Meeting Time:	9:00 a.m.
Location:	DSHS Main Conf Room
Facilitator:	DTI & DSHS

Attendance

Status: T=Telephone V=Video Conference X=Absent P=Present

Participant	Team	Status
Bryant Baker	DTI	P
Richelle Edwards	DTI	P
Jennifer Dittman	DEMA	P
Holly Lipko	DEMA	P
Janet Berry	DEMA	P
Joe Wessels	DLLG	P
Allen Metheny	DVFA	P
Carleton Carey	Mayor of Dover	X
Lewis Schiliro	Homeland Security Cabinet Secretary	P
Monroe Hudson	DSP	P
Dave Mick	Kent County Public Safety	P
Ricky Short	Sussex County EMA	P
Kurt Reuther	Homeland Security	P
Tim Sexton	Public Health	X
Sandra Alexander	DTI	P
Dave Carpenter	NCC EMA	P
Suzanne Raab-Long	DE Healthcare Assoc.	X
Earle Dempsey	DTI	X
Jeff Savin	DTI	X
Cindy Bray	DTI	X
Julie Moran	DTI	P
Ellen Malenfant	DNREC	P

I. General Discussion

Bryant Baker informed the sub-committee of the items to be covered in the day's meeting:

- Budget updates
 - Summary per Working Group reallocation
 - Further allocation requests (change orders)
- Brief Project Status
 - Responder Identification
 - RMAT

II. Minutes from February meeting

February 23, 2011 minutes were reviewed and approved. (**Motion: Kurt Reuther; Second: Monroe Hudson– Passed Unanimously**)

III. Funding

Jennifer Dittman discussed the funding allocated for the project thus far as:

- RMAT Funding: \$1,417,197.25 (FY06-09)
 - RMAT Contract: \$360,620.00
 - Invoiced and processed to date: \$110,148.00
- Project Cost (Project Phases Licenses, GIS & Support): \$1,101,577.75
 - Oracle License & Support: \$287,226.00
- Responder Identification Funding: \$851,000.00 (FY06-09)
 - RID Contract: \$244,721.00
 - Invoiced and processed to date: \$213,621.00
 - Hardware purchased: \$21,913.87
 - Project cost (Service & Support): \$584,365.13

Bryant Baker reported the following:

RMAT- RID



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Project Funding, as approved by the Working Group:

<i>Implementation</i>		
RMAT	\$ 583,000	
Responder ID	\$ 422,094	
<i>Out Year Costs (3 yr ttl)</i>		
RMAT	\$ 729,660	DTI, SunGard, GeoDecisions
Responder ID	\$ 21,600	
TOTAL	\$ 1,005,094	

Remaining funding: \$289,422 (Assuming DTI buys ORACLE licenses)

\$209,346.25 Reallocated for other projects

\$ 80,075.75 Allocated to RMAT-Responder ID for purchases

We're still awaiting approval from FEMA allowing DTI to purchase ORACLE licenses.

- Julie Moran discussed the Project Status – Responder ID Change Order #2
 - Laptops
 - *3 additional laptops were approved at the February 23, 2011 meeting
 - *Laptops have been purchased and received at DTI
 - Project team recommends the Subcommittee also consider a change order for
 - *Credentialing software for the 3 additional laptops
 - *Purchase of three additional scanners that will reside at the 911 centers for emergency field deployment
 - *The cost of the scanners and software will be \$32,760.00, which includes charging cradles, spare batteries and a functional demonstration. (**Motion: Allen Metheny; Second: Kurt Reuther – Passed Unanimously**)
- Project Status – Responder ID Change Order #3
 - Work is continuing with the Fire School vendor on how the data will get loaded into the RID database and how it will get updated
 - *DTI has received an estimate for the initial and incremental certification data file of \$8,160.00
- Project Status-Responder ID funds are needed
 - A 1,000 badges are provided under the contract
 - 25,000 potential personnel will need to be provided badges
 - Request \$5,000.00 for badge materials for another 5,000 badges

*This amount includes laminate, printer color ribbon, blank badges and lanyards

- Project Status – Responder ID Update
 - Work continues with the disciplines to determine the 2-3 letter standardized credential indicator on the badges. Dave Carpenter inquired whether it was possible to increase the number of letters to 4
 - Job title standardization communications with the disciplines are also underway
 - Urgent to get this established.
 - Delaware job titles will be on the badges, not NIMS
 - Secretary Schiliro has asked Kurt Reuther to gather the acronyms for all the disciplines

RMAT- RID



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RMAT/RID Support - *Proposed Additional Training Costs*

User Type	Training Preparation Cost	Training Session Cost
Incident Commander	\$2,040 (one-time fee)	\$380/per two-hour session (\$240 labor + \$140 travel expenses)
Emergency Management	\$3,000 (one-time fee)	\$620/per four-hour session (\$480 labor + \$140 travel expenses)
Administration	\$1,080 (one-time fee)	\$620/per four-hour session (\$480 labor + \$140 travel expenses)
Data Entry	\$3,000 (one-time fee)	\$620/per four-hour session (\$480 labor + \$140 travel expenses)



RMAT/RID Support – Proposed Costs for Training Materials

Training Material	Cost
Scenario-Based Training Manual	\$12,320
Data Entry Quick Reference Guide	\$2,880
Emergency Management Quick Reference Guide	\$2,880
Guided Tutorial Quick Start Videos (pricing for five videos each less than one minute in length)	\$5,720

- GeoDecisions contract is for 3 days of training
- We will be video taping training
- Richelle is to find out the cost for the train the trainer sessions option
- Richelle has meeting on Wednesday.
- Will stop meeting here until we get clarification on costs

IV. Next Meeting

Next meeting will be held July 12, 2011.